Enrolment Form – Real Estate and Business Agent's Licence Program WA

Separate form to be used for each student. Upon payment please treat this form as a tax invoice. ABN 54 089 002 371

Personal Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

First Name: Last Name:

Job Title: Organisation:

Tel: (w) (h) (m) Fax:

Email: Date of Birth:

Kaplan Student ID:

Name of Agency: Name of Training Manager:

☐ Yes, please send me Kaplan Professional's quarterly e-newsletter and updates via email.

Please select one option from below:

☐ Living and working in WA.

☐ Not living in WA but require WA licence (students are reminded of the REBA requirements. For more information go to **www.reba.wa.gov.au**).

How did you hear about us?

☒ irean

Program Delivery Details (must be daytime delivery address and will be used for all correspondence)

Address:

Suburb: State: Postcode:

Enrolment Cost

Real Estate and Business Agent's Licence Program WA					
	Item Number	**Price**	**No. of Units**	**Units Requested**	**Total $**
Self-study Program (Distance)	1335901	$3560	24		
Individual Unit Order ***(please tick below)***	1433201	$285 per unit			

☐ PRDRE11A Property appraisal
☐ PRDRE12A Establish & expand client base
☐ PRDRE13A Obtain property listing
☐ PRDRE14A Market property
☐ PRDRE22A Present & explain property reports
☐ PRDRE30A Implement personal marketing plan
☐ PRDPOD62A Clarify & confirm property information requirements
☐ PRDRE10A Manage agency risk
☐ BSXFMI504A Participate in, lead & facilitate work teams
☐ BSXFMI511A Contribute to the development of a workplace learning environment
☐ PRDRE37A Perform & record property management activities & transactions
☐ PRDRE19A Provide property management services
☐ PRDRE17A Effectively manage property & account to landlord
☐ PRDRE01A Develop a strategic plan
☐ PRDRE02A Manage agency performance
☐ PRDRE03A Develop & implement client service strategies
☐ PRDRE04A Manage & monitor effective client service
☐ PRDRE05A Market agency
☐ PRDRE06A Manage human resources
☐ PRDRE08A Manage efficient financial management systems
☐ PRDRE09A Implement & monitor financial systems
☐ PRDRE28A Maintain trust account
☐ BSAFIN501B Manage payroll records for employees salaries & statutory record keeping purposes
☐ BSAFIN502B Monitor & control disbursements within a given budget

Nationally Recognised Training

				Sub-total $:	
Initial RPL Consultation	1428121	$150	1		
RPL Application (per competency)	1428221	$99			
				Total AUD$	

Prices valid until 31 December 2008 and GST exempt.

Note: Venue locations and details will be released and confirmed 2–3 weeks before workshop commencement. Program materials are sent 2–3 weeks prior to workshop commencement (unless otherwise requested). Students require access to a PC and the internet in order to complete assessment tasks. All program requirements need to be completed within the 12-month deadline. Students are required to bring writing materials and provisions for lunch to all workshop days.

Terms of Enrolment

It is a condition of enrolment that students read and agree to the terms and conditions of enrolment. Upon successful completion of this program students acknowledge they have satisfied the educational requirements towards eligibility to apply for a Real Estate and Business Agent's licence from REBA. Students are also required to read the Real Estate Student Handbook, which can be downloaded from the Kaplan Professional website **www.kaplanprofessional.edu.au**. The signature below constitutes acceptance of the enrolment conditions and confirmation that all details provided at the time of enrolment are true and accurate. I agree to notify Kaplan Professional if any details on this enrolment form change.

Signature: Date:

Payment Details

☐ Cheque made payable to **Kaplan Education Pty Ltd**

☐ Mastercard ☐ Visa

Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry Date: ☐☐/☐☐ Total $_____

Name of Cardholder: Signature:

OFFICE USE ONLY		
Date order received:	R.O.C Number:	Item Number:
Date entered into database/goods sent:	Invoice Number:	Invoice Date:

mail to GPO Box 9995, Brisbane QLD 4001

fax to 1300 360 834 or +61 7 3229 9261

KAPLAN PROFESSIONAL

IGM Global Pty Ltd

irean.com.au Independent Real Estate Agents Network